申请办理外国人来华工作许可 (来华工作90 日以上，不含90 日)

Apply for a work permit for foreigners to come to China (work in China for more than 90 days, excluding 90 days)

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| 序号 | 提交材料清单  Submit bill of materials | 要求  Claim | 备注  Remarks |
| 1 | 工作资历证明  Employment certificate | 由申请人原工作过的单位出具从事与现聘工作相关的工作经历证明，包括职位、工作时电间或曾经做过的项目，需申请人原工作单位加盖公章或负责人签字，并留有证明联系人有效联系电话或电子邮件。  The applicant’s original work unit shall issue proof of work experience related to the current job, including the position, work time, or project that has been done. The applicant’s original work unit shall be stamped with the official seal or signed by the responsible person, and shall be retained. Prove that the contact is effectively contacted by phone or email. |  |
| 2 | 最高学位(学历)证书或相关批准文书，取得资格证书  Certificate of the highest degree | 最高学位（学历）证书在国外获得的，应经我驻外使、领馆或由申请人获得学位（学历）所在国驻华使、领馆或我国学历认证机构认证。最高学位（学历）证书在港澳特别行政区和台湾地区获得的，应经我国学历认证机构认证或经所在地区公证机构公证。  最高学位（学历）证书在中国境内获得的，仅提供学历（学位）证书原件。  我国法律法规规定应由行业主管部门前置审批或具备我国相应准入类职业资格的，应提供行业主管部门批准文书或职业资格证明。  If the certificate of the highest degree (education) is obtained abroad, the applicant shall obtain the degree (degree) from the embassy or consulate in China. Certificates of the highest degree (educational) certificate obtained in Hong Kong and Macao Special Administrative Region and Taiwan shall be certified by the Chinese academic certification body or notarized by the notary public in the locality. The highest degree (degree) certificate obtained in China is only available in electronic form of academic qualifications. |  |
| 3 | 无犯罪记录证明  Certificate of Good Conduct, | 应当由申请人国籍国或经常居住地警察、安全、法院等部门出具并经我驻外使、领馆认证或外国驻华使、领馆认证。  在港澳特别行政区和台湾地区出具的无犯罪记录证明，应经所在地区公证机关公证。  It shall be issued by the applicant's country of nationality or the police, security, courts, etc. of the place of residence and certified by our foreign embassies and consulates or by foreign embassies and consulates in China.  The non-criminal record issued in the Hong Kong and Macao Special Administrative Region and the Taiwan region shall be notarized by the notary public in the locality. | 无犯罪记录签发时间应在6个月内  No criminal record is issued within 6 months |
| 4 | 体检证明  Physical Examination Documents (within 6 months) | 由中国检验检疫机构出具的境外人员体格检查记录验证证明或健康检记录验证证明或健康检查证明书，或经中国检验检疫机构认可的境外卫生医疗机构出具的体检证明，签发时间均在6个月内。  The medical certificate issued by the Chinese inspection and quarantine institution, or the health inspection record verification certificate or health inspection certificate, or the medical certificate issued by the overseas health and medical institution approved by the Chinese inspection and quarantine institution, is issued for 6 months. Inside. |  |
| 5 | 聘用合同或任职证明  Job contract | 应提供中文合同，入境前无法提供聘用合同的，可提供任职证明，入境后申领《中华人民共和国外国人工作许可证》时提交聘用合同，必要内容需前后一致；如不一致，需重新申请许可，但薪酬提高或者职务（职位）提升的除外。聘用合同或任职证明应当包括工作地点、工作内容、薪酬、来华工作时间、职位、盖章页（签字）必要内容。  A Chinese contract shall be provided. If the employment contract cannot be provided before entry, the certificate of employment may be provided. When applying for the “People's Republic of China Work Permit” after entry, the employment contract shall be submitted. The necessary contents shall be consistent; if they are inconsistent, the application shall be re-applied. Except for the increase in salary or the promotion of position (position). The employment contract or certificate of employment shall include the necessary content of the place of work, work content, salary, working hours in China, position, stamp page (signature). |  |
| 6 | 申请人护照或国际旅行证件  Passport | 护照或国际旅行证件信息页。  Passport or international travel document information page. | 护照有效期不得少于6个月。The passport must be valid for at least 6 months. |
| 7 | 申请人6个月正面免冠照片  Photo (within 6 months) | 近期免冠电子照片，白色背景，无边框，面部特征完整，  Recently-free electronic photo, white background, no border, complete facial features, |  |
| 8 | 随行家属相关  证明材料  Documents of accompanying family, if any | 包括随行家属护照（或国际旅行证件）信息页、家属关系证明（配偶一结婚证书，子女－子女出生证明或收养证明，父母或配偶父母 申请人出生证明或结婚证书或公证证明）、体检报告（18周岁以上家属）以及电子照片。  Includes accompanying family passport (or international travel document) information page, family relationship certificate (spouse-marriage certificate, child-child birth certificate or adoption certificate, parent or spouse parent's birth certificate or marriage certificate or notarization certificate), medical report ( Electronic photographs of family members over 18 years old. |  |

**说明：**

1.以上非中文证明材料均需提供中文翻译件，护照或国际旅行证件除外，可以由我院研究所进行翻译或者找专门的翻译机构（翻译件上要有翻译机构的联系方式）

Chinese translations are required for non-Chinese certification materials, except for passports or international travel documents, which can be translated by our institute or by a specialized translation agency (there must be a translation agency contact information on the translation)

2. 聘用合同或任职证明要求盖院章（单位法人章）The employment contract or the certificate of employment is required to cover the chapter of the academy (unit legal person)